



WOODSIDE SCHOOL

Admissions policy for all Woodside School

Independent school standards: paragraphs 15 and 34.

Policy content includes:

- * the referral and admissions process
- * direct referrals from families.

Last external review	September 2024
Next external review	September 2025
Latest update	September 2024

ADMISSION TO WOODSIDE SCHOOL

- Admissions arrangements to Woodside School are transparent and apply equally to all placing authorities.
- We do not accept direct referrals from other institutions, such as schools and alternative providers.
- We regret that we are strictly unable to facilitate visits for prospective pupils and their families unless we are in receipt of a formal consultation from the child's placing authority.
- Woodside School are not an approved provider under section 41 of the Children and Families Act.
- We only employ teachers and therapists. We do not provide one-to-one placements.

REFERRALS

- Referrals should always be sent via email mark@sevahomes.co.uk

OUR SCHOOL

- Our schools cater for pupils with social, emotional and mental health (SEMH) needs and adverse childhood experiences (ACEs).
- We are unable to consider referrals for pupils whose primary needs relate to autism spectrum condition.
- Vacancies depend on availability within specific age groups/classes at the time of referral. We do not usually operate waiting lists.
- We do not cater for children in the early years foundation stage (EYFS).
- In some cases, for example for pupils with complex mental health or learning needs, it may be appropriate for placements to be/continue at a site that can best meet the pupil's needs, irrespective of their chronological age.

At Woodside School, Barnet:

- Our Barnet site caters for pupils in Years 1, 2, 3, 4, 5, 6 and 7.
- The site has registration over time to accommodate pupils aged up to 14 years old. Plans are underway to find and develop premises for pupils aged up to 16.

THE STANDARD REFERRAL & ADMISSIONS PROCESS

- Formal referrals to our school are made by a pupil's local authority's special educational needs and/or disabilities (SEND) team, either in writing, via email or using an online portal. These referrals are made with, or without, initial parental consent/preference. Our fees are always provided on request to SEND teams.
- Families can express a preference for Woodside School to their local authority's SEND team and should they consider us able to meet the pupil's needs, the SEND team will usually contact us to discuss a potential referral.
- Referrals for placements are initially received by the referrals officer before being passed on to the relevant senior leader. Referrals typically include the pupil's education, health and care plan (where appropriate, as sometimes the pupil's needs are in the process of assessment) and associated reports.
- An assessment is made based on the initial documentation provided and the SEND team will be written to confirming whether a potential placement may or may not be available (or the online referral will be declined if it is decided that the schools cannot meet the pupil's needs).
- If a placement is available and the schools and placing authority agree that the pupil's needs could potentially be met (or if our offer is shortlisted as part of an online tender process), the documentation review is followed by an offer of an initial assessment for the pupil and family to visit the school (a representative from the referral agency and any other professionals involved may also attend where appropriate). At this point, relevant senior leaders will also explore with parent/carer and the SEND team whether the pupil has, or has had, involvement with social care services in order to gather as much information as possible, including information from a previous setting.
- Following the initial assessment visit, a decision on a placement offer will often be made and communicated by the referrals officer within one day. Alternatively, an additional assessment (sometimes known as a

'trial') day will be scheduled for as quickly as possible, and always within a week. Following this second face-to-face assessment day, a final decision on a placement offer will be made and communicated by the referrals officer within one day.

- Placement decisions are subject to a trial period. Our placement offer letter states *“All our placements are full-time, and generally become permanent. However, placements are reviewed continuously and formally at the end of the first academic term before a final decision is made as to whether a full-time day placement at Woodside Schools is appropriate. Though the overwhelming majority of pupils typically remain with us, this process acknowledges that we, the family or the placing authority must agree that Woodside Schools is the right long-term setting for X”*.
- If the placement is confirmed by both the schools and local authority (usually following a decision at SEND Panel), an admission date for the placement will be arranged. This can only be agreed once the schools are in receipt of completed pupil forms. The schools also ensure that within seven days of the pupil starting, a family interview is completed by a lead therapist.
- A potential placement offer is made only on the basis of a placement being available and senior leaders agreeing that the pupil’s needs are likely to be met.
- Distance from our schools is not part of the admissions criteria.
- A referred pupil with a sibling at Woodside Schools will not be at any advantage over a referred pupil who does not.

DIRECT REFERRALS AND ADMISSIONS FROM FAMILIES

- Direct referrals are very occasionally considered from private, fee-paying families. Interested families who do not wish their child to be placed through their local authority’s SEND team should contact the referrals officer.